



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
Unit 21419
APO AE 09708

REPLY TO
ATTENTION OF

AERSH-AG

80th ASG (NSSG) Policy # 070-01

MAR 9 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 80th ASG (NSSG) Building 30 Auditorium

1. The 80th Area Support Group (NSSG) building 30 auditorium is used for classes, presentations, and other events.

2. Responsibilities:

a. S-1:

- (1) Receive requests from units for use of auditorium.
- (2) Turn heater on prior to use of auditorium, if applicable.

b. Units:

- (1) Submit requests via email or memorandum with the following information:
 - (a) Date and time of event.
 - (b) Purpose of event.
 - (c) Point of Contact (name and phone number).
- (2) Clean up auditorium upon completion.

3. Auditorium rules:

- a. Soldiers (enlisted and officers) will enter for the use of the auditorium through the front doors of building 30.
- b. If breaks are taken, the soldiers must move to main foyer and not linger in Command Group area.
- c. No food or drink in auditorium, except water.
- d. Noise is to be kept down to a minimum.
- e. Use of the auditorium is subject to strict adherence to these rules.

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4. Point of contact for this memorandum is the Adjutants' Office at DSN 361-5154.

A handwritten signature in black ink, consisting of a large, stylized 'Q' followed by a horizontal line.

TIMOTHY J. QUINN
COL, MI
Commanding

DISTRIBUTION:
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